

Tender Document - PART-II
Annexure- A

**Required Minimum Staff Strength for
providing services at all the Officers & Staff Quarters**

Common Area Cleaning and Quarterly cleaning of flat:

The above cleaning staff will also take care of cleaning of common areas on day to day/ quarterly basis at Andheri & Vashi Officers Quarters (own properties) & they should maintain the cleanliness. Garbage removal should be done every day.

Quarterly cleaning area includes: dusting, brooming, mopping of all the rooms in all the locations, balcony, cleaning of room fixtures and furniture provided by the Bank, cleaning the toilet, wash basin, W.C. and the bathroom by using good cleaning agents, de-scaling of showers, spraying of room freshener in all the rooms, wiping all glass panels thoroughly, maintenance of check list, reporting of any fault to the maintenance department.

The Contractor shall be liable for full fidelity of the personnel to be provided and in case any pilferage/ damage/ theft/shortage is caused to the property of the SIDBI due to the carelessness of the persons deployed by the contractor, the value as assessed by the SIDBI, shall be recovered from the payment due to the Contractor under the contract. If some amount is still found recoverable, the contractor shall deposit the same within 15 days on service of notice by the SIDBI.

Technical Staff :

1 set consisting of 1 no. Plumber & 1 no. Electrician shall also be made available on the above locations on the similar way (i.e. total 04 Nos) as mentioned above in Quarterly cleaning work and also 03 nos carpenter for entire 199 flats, though these technical staff may have to attend occasionally the emergency/ urgent works depending on the complaints received & entered in the complaint register on day to day basis also.

Cleaning of common area & Garbage removal staff:

3 No. common area cleaning/ Garbage removal shall be stationed at Andheri & 2 No. cleaning/ Garbage removal shall be stationed at Vashi Quarters on every day basis between 10 AM to 6 PM.

Gardener:

1 No. Gardener each shall be stationed at both Andheri & Vashi Quarters on every day basis between 10 AM to 6 PM.

Penalty clause:

The penalty will be imposed in the form of deduction of Rs. 500/- per day in case of absence of any of the Cleaning / Technical staff member or Gardener /unsatisfactory work as may be found at site or may be brought to the notice of Caretaker by any of the residents staying in the quarters at Andheri & Vashi. Supervisor will have to sign the

register & ascertain the No. of staff present on particular day. The register will be kept with the Guard at all the Premises & entry shall be made in the presence of Guard on Duty.

Essential Qualification :

The Supervisor / Plumber & Electrician should be Graduate / ITI/ licensed holder of their respective trade. They should have an experience of Minimum 3 Years in Facility Management Services of the Residential Complex. All these individuals shall be provided with Mobile Phone so that they may be contacted in case of any emergency at any of the Residential Premises as mentioned above.

Pest Control:

This facility is to be provided only at all officers quarters for entire flat/ own building on quarterly basis.

For Pest control the agency will be responsible to take up Pest control quarterly for all the flats which will be of two types as mentioned below.

1. General pest control which is meant for removal of insects i.e. lizards / mosquitoes / cockroaches/ spider etc. The contractor is also required to take up fumigation works in basement and staircases monthly or as & when required by the Bank for own buildings i.e, Andheri & Vashi as well as including fogging (to be done weekly in monsoon and otherwise monthly) etc. in the area of contract.

2. Special Pest control which is meant for removal of Termites / Bed bugs/ White ants etc. this type of Pest Control is to be done when the requirement emerges the payment will be done as per quoted rates only. Thus for both types of Pest control the rates shall be quoted by the agency separately.

Note:

1. Chemicals / Pesticides / Consumables should be the brand of Divercy India Limited / Bayer India Ltd., (formerly Hindustan Unilever).

2. All monthly requirements listed should be purchased in one lot and delivered to SIDBI with original purchase bills for safe custody. Full monthly requirements listed should be purchased and delivered before first week of every month in one lot. These pesticides / chemicals / consumables for use on job will be disbursed for the use of occupants by the contractor appointed by SIDBI. These consumables should be utilized by the cleaning staff of the Housekeeping contractor as per the instruction of SIDBI and document evidence should be produced to SIDBI regularly for the utilization. The payment for service will be based on this document only.

Water tank cleaning :

Water tank both under ground & overhead shall be cleaned at every 6 months intervals (twice in a year) at Andheri (capacity UG tank-1,00,000lts & OH Tank-60,000) & Vashi (capacity UG tank-50,000lts & OH Tank-30,000) Officers Quarters.

Note:



1. The compensation /deductions as indicated above is minimum & the same may be increased on the discretion of Bank if there is no improvement is found in their performance.

2. All the tools & other accessories which are meant to be used for the Cleaning / Plumbing / Electrical works / Gardening shall be provided by the Contractor engaged nothing shall be provided by the Bank except electricity & water.

3. Non completion of any work / activity shall attract a levy of Compensation @150% of the value quoted by the Contractor or actual value incurred by the Bank whichever is more.

4. Contractor shall be solely responsible for protection of his materials /for the protection of the Bank's property.

5. The Contractor cannot sublet any part work to anybody without prior permission of the Bank.

6. The Contractor is responsible for making timely payment to his employees / sub contractor (if any). Else the Bank reserves its right to pay the same & recover it from Contractor's payment n case need arises.

7. No other payments shall be made to the Contractor for doing the works as described in the Scope of works. No escalation on quoted rates shall be paid.

Signature & Seal



* Rate to be quoted as per **Annexure-B** (Minimum Staff strength at Various Quarters)

Description of Activity	Location of Flats	Total No. of Flats	Unit Rates per flat	Total Amount
Cleaning of Common area (05 nos- common area Cleaner)	At Andheri & Vashi	02 buildings (60+40=100 flats)		
Gardener (2 nos)	At Andheri & Vashi	02 buildings (60+40=100 flats)		
Water Tank Cleaning (UG & OH)	At Andheri & Vashi	02 buildings		
Cleaning of flats- Quarterly (02nos –supervisor & required cleaning staff) incl. of cleaning material & tools	Andheri Carpet area of each flat @ 900 sq.ft	59 Flats		
	Mahim Carpet area of each flat @ 1100 sq.ft	29 Flats		
	Oshiwara Carpet area of each flat @ 700 sq.ft	25 Flats		
	Goregaon Carpet area of each flat @ 900 sq.ft	24 Flats		
	Vashi Carpet area of each flat @ 850 sq.ft	40 Flats		
	Powai Carpet area of each flat @ 500 sq.ft	13 Flats		



Pest Control General- Quarterly	Andheri /Vashi /Goregaon Mahim /Oshiwara /Powai	190 Flats		
Pest Control Special (need based) As mentioned above on page 2. (Quote rate only)	Andheri /Vashi /Goregaon Mahim /Oshiwara /Powai	Need based Flats to be taken up		<<Quote Rate Only
Service of Plumber (4 Nos)	Andheri /Vashi /Goregaon Mahim /Oshiwara /Powai	190 Flats		
Service of Electrician (4 Nos)	Andheri /Vashi /Goregaon Mahim /Oshiwara /Powai	190 Flats		
Service of Carpenter (3 Nos)	Andheri /Vashi /Goregaon Mahim /Oshiwara /Powai	190 Flats		
Consumable for common toilets/ cleaning/ Electrical/ Plumbing/washing etc.	Andheri /Vashi /Goregaon Mahim /Oshiwara /Powai	190 Flats		
Management and supervision charges including taxes and profits.	Andheri /Vashi /Goregaon Mahim /Oshiwara /Powai	190 Flats		
TOTAL AMOUNT / MONTH all inclusive				
TOTAL AMOUNT PER MONTH QUOTED IN WORDS _____				
Note: Contract value = TOTAL ANNUAL CHARGES = 12 x				

The following items are included in the service charges quoted for Manpower:

- i) Salary of workers
- ii) Salary of all supervisors
- iii) ESIC Payment
- iv) PF Payment
- v) Bonus Payment
- vi) Medical Allowance
- vii) Charge for Uniform and Shoes
- viii) Laundry Charge for the Uniforms



- ix) Conveyance Paid to and from the work place
- x) Insurance

Sq. Ft. Carpet Area per flat :

**Mahim- 29 Nos.--1100 Sq. Ft.
 (3 BHK)**

**Andheri- 60 Nos.-- 900 Sq. Ft.
 (2BHK)**

**Goregaon- 24 Nos.-- 900 Sq. Ft.
 (2BHK)**

**Vashi-40 Nos.-- 850 Sq. Ft.
 (2BHK)**

**Oshiwara- 24 Nos.--700 Sq. Ft.
 (2 BHK)**

**Powai- 13 Nos.--500 Sq. Ft.
 (1BHK)**

Annexure-B

Calculation Sheet for Supply of manpower with Minimum Wages

Sl no	Description	Details	Unskilled	Skilled	Supervisor	Facility Manager
	Minimum wages as per central Govt. (Minimum wages to be quoted for taking 02 years contract period)					
	EPF	___% of A				
	ESI	___% of A				
	Bonus					
	National Holidays					
	TOTAL					

TENDER FOR PREMISES AND FACILITY MANAGEMENT
 CONTRACT FOR SIDBI'S OFFICER/ STAFF QUARTERS
 AT MUMBAI VARIOUS LOCATIONS



	No of staff					
	Total cost					
	Reliever Charges & Uniform charges					
	Total					
	Service Tax					
	Total					
	Service charges					
	Total					
Other facilities like Gratuity, Conveyance, Washing allowances, Food Allowance may be added as per company rules						



List of Manpower: Indicative Minimum Wags as per Central Govt. Act -

Type of manpower	Nos	Minimum Wages	Description
Unskilled	5 and manpower for quarterly cleaning of 190 flats <u>as decided</u> <u>by Contractor</u>	Basic: ₹ 4750 DA: ₹ 1783.50 Total: ₹ 6533.50	Required quarterly cleaning personnel and 05-Full time common area cleaning & garbage removal staff at Andheri & Vashi
Semi skilled	0	Basic: ₹ 4850 DA: ₹ 1783.50 Total: ₹ 6633.50	
Skilled	15	Basic: ₹ 4950 DA: ₹ 1783.50 Total: ₹ 6733.50	Supervisor(02)/Electrician (04)/plumber(04)/Gardener(02)/Carpenter(03)/
Highly Skilled-Facility Manager	01	20,000	